



ALABAMA DEPARTMENT OF REVENUE  
SALES, USE & BUSINESS TAX DIVISION

LIC: 539-4B Rev. 7/04

# Continuation Certificate

of

New Motor Vehicle Dealer, Used Motor Vehicle Dealer,  
Motor Vehicle Reconditioner, Rebuilder, or Wholesaler

The \_\_\_\_\_ (hereinafter called the Surety)  
hereby continues in force its Bond No. \_\_\_\_\_ in the sum of  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_), on behalf  
of \_\_\_\_\_ in  
favor of the State of Alabama, Department of Revenue for the term beginning on the  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and ending on the 30th day of September, \_\_\_\_\_,  
subject to all the covenants and conditions of said Bond.

In WITNESS WHEREOF, the Surety has caused this instrument to be signed by its officers proper for the purpose  
and its corporate seal to be hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
SURETY

By: \_\_\_\_\_

**Laser printed certificates must have surety company seal.**

## Bond Continuation Certificate Instructions

The surety company must complete all continuation certificates in the manner prescribed by the Alabama Department of Revenue.

A bond continuation certificate will be accepted in lieu of a new bond at the beginning of each license year provided the following prerequisites are met:

- ◆ The applicant was licensed and in good standing in the previous license year.
- ◆ The applicant has previously provided an original bond form and a proper certificate for each intervening license period. **There can be no lapse in bond coverage since the original bond was presented to the Department.**
- ◆ The continuation certificate is in the form prescribed by the Department.

**Note:** The surety company may use its own form provided the terms of the bond are not altered and all required information is provided as prescribed by the Department.

### COMPLETION OF THE CONTINUATION CERTIFICATE:

- ◆ The certificate must include the true legal name of the party for whom it is being furnished, as follows:
  - If an individual ownership, the applicant's name as well as the business name  
*Example: John Doe, DBA ABC Auto Sales*
  - If a partnership, the names of all partners and the name of the partnership  
*Example: John Doe & Jane Doe, DBA ABC Auto Sales*
  - If a limited liability company, the names of all members and the company name  
*Example: John Doe, Jane Doe & Bill Jones, DBA ABC Auto Sales LLC*  
*Or John Doe & XYZ, Inc., DBA AAA Auto Sales LLC*
  - If a corporation, the complete corporate name
- ◆ The continuation must also show the following:
  - The bond number as assigned on the original bond form
  - The name of the surety company providing the coverage
  - The coverage period  
*The extended coverage may not be for more than one year and must not begin before October 1st and must expire on September 30th of the same license year.*
  - The dollar amount of the extended bond coverage
  - The issue date of the continuation certificate
  - The original signature of the authorized representative of the surety company  
*Laser printed certificates must have the insurance company's seal affixed.*  
*The agent's copy will not be accepted.*

*All required documents should be mailed to:*

Alabama Department of Revenue  
Sales, Use & Business Tax Division  
Severance & License Section  
PO Box 327550  
Montgomery, AL 36132-7550  
*Telephone: (334) 353-7827*

Any continuation certificate received separately from application will be returned to sender.

The continuation certificate must be an original. No facsimiles, photocopies, letters or phone calls are acceptable substitutes for the original certificate.